

SANDY CITY APPROVED POSITION SPECIFICATIONS

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|----|------------------------|---|-----------------------|----------------|
| I. | <u>Position Title:</u> | Streets Assistant Operations Supervisor | <u>Revision Date:</u> | 11/06 |
| | | | <u>EEO Code:</u> | Service-Maint. |
| | | | <u>Status:</u> | Non-exempt |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Streets Operations Manager, provides supervision and direction to crew leaders and crews and performing duties pertaining to maintenance, inventory items needing rapid response on city property, facilities, streets, etc. Works in coordination with Streets Operations Manager on various assignments including Snow Removal and Bulk Waste Collection.

III. Essential Duties

- Provides supervision of streets crews working in any of the following areas: hazard mitigation, infrastructure inventory, tree trimming, mowing, snow removal, bulk waste collection, concrete grinding, street sweeping, asphalt, etc.
- Involved in hiring, training, motivating, disciplining and evaluating employees.
- Supervises ongoing inventory of city infrastructure for maintenance needs, hazards, and compliance with City codes.
- Maintains schedules of street projects and updates computer program as required.
- Ensures work orders are completed for every job and ensures materials are available for assigned tasks to include seasonal stockpile requirements.
- Solves problems related to field projects and locations.
- Ensures that projects stay on approved schedule and within the project budgets.
- Maintains schedule of inventories, tree trimming, grinding, sweeping, etc. for all City streets.
- Meets with citizens to coordinate concerns, schedules, and costs.
- Coordinates with Streets Operations Manager in snow removal and bulk waste collection.
- Schedules street sweeping operations throughout the City.
- Coordinates Streets vehicle maintenance and repair with the Fleet Management Division.

IV. Marginal Duties

- Operates various types of heavy, light, and complex equipment used in the maintenance and construction of City property, facilities, streets, etc. (i.e. ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers, hand tools, etc.)
- Supervises Streets Operations crews in the absence of Streets Operations Manager
- Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent.

Experience: Four years of experience in construction, heavy equipment operation, asphalt methods, flood control, or other related experience, with three of the years including supervisory experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Certificates/Licenses: Valid Utah Driver's License and Commercial Driver's License Required.

Knowledge of: Tools, machines, and equipment used in the maintenance and construction of City property, facilities, streets, etc.; OSHA safety requirements and standards; general construction practices

and procedures; mathematics used to calculate correct amounts of materials; supervisory techniques and methods; asphalt methods, concrete, sods and street distress recognition.

Responsibility for: Great responsibility for the care, condition, and use of mechanical materials, equipment, tools, etc; the supervision of Street Maintenance Workers, Crew Leaders and seasonal employees and decisions which will affect these workers.

Communication Skills: Communicate effectively verbally and in writing; contacts with local citizens; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

Tool, Machine, Equipment Operation: Regular use of a variety of tools and street moving equipment. (mentioned above).

Analytical Ability: Follow written and verbal instructions; gauge repairs needed and level of work needed to maintain infrastructure; establish effective working relationships with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

Job entails regular exposure to cold, heat, dust, fumes, and noise; great physical exertion is required on this job; a moderate amount of lifting (up to 50 lbs); a moderate amount of stooping, kneeling, bending and standing; constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____